Characteristics/Criteria Chart

**Diary Entry**

|  |  |
| --- | --- |
| Characteristics (What must you have?) | Criteria (How do you make a good one?) |
| Dates | Date the passage was written, so people know when it was written. |
| First person language | Using words such as me, I, My, Mine. It makes the passage personal. |
| Descriptive words | So audience can get a vivid image of what is being described |
| Thought organization | Thoughts are in order and not jumping around from one thought to another. |

**Professional Article**

|  |  |
| --- | --- |
| Characteristics (What must you have?) | Criteria (How do you make a good one?) |
| Title | One title that describes the whole article but a short title. |
| Author | The person who wrote it gets credit for their work |
| Organization | The passages are separated into paragraphs by similar information. |
| Headings | Small titles for each paragraph that describes what the paragraph is about. |